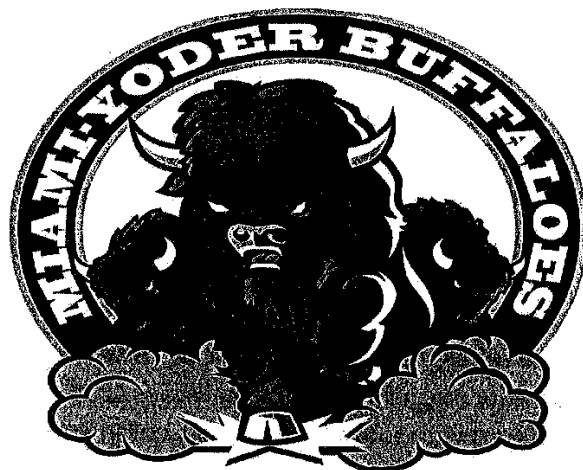


**Miami-Yoder  
School District JT-60  
Preschool thru 5th Grade Handbook**



420 South Rush Road  
Rush, Colorado 80833  
Phone (719) 478-2186  
Fax (719) 478-5380

**Miami-Yoder School Mission Statement**

Miami-Yoder School District is a partnership of professionals, parents, and community members dedicated to providing a rigorous and challenging curriculum in a positive environment, giving opportunities which foster and encourage individuals to be successful, productive citizens.

*This book belongs to:*

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Town** \_\_\_\_\_ **Zip code** \_\_\_\_\_

**Phone number** \_\_\_\_\_

# MIAMI-YODER ELEMENTARY SCHOOL

## PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to Miami-Yoder School. We are extremely proud of the programs we offer our students. Students can assure their success by accepting academic challenges in a responsible way. Remember that your child's success in school will be directly proportional to their efforts and your support. Students **CAN** be successful if they think they can!!!

Any school is the reflection of the students, staff, and community. The Miami-Yoder School is no exception. Our school is a reflection of the Rush-Yoder area. Our school belongs to the public...it's your school. The educational programs, activities, and employment opportunities offered by the district are offered without regard to race, color, sex, religion, national origin, age, marital status or handicaps. The faculty and administration are willing to discuss student educational progress or any portion of the school's educational program with its patrons.

Our staff and administrators have developed this handbook to help students and parents learn as much as possible about school policies and procedures and the services we offer. It is a quick reference that you will find useful when questions arise throughout the school year. Interpretation of items in the handbook, and issues that are not included in the handbook shall be the responsibility of the principal.

Whether you are joining us for the first time or have been with us for a number of years, we encourage you to become an active member of Miami-Yoder School. Our "Commitment to Excellence" is our promise to you, and our expectation of every student.

Please take time to read through the handbook with your student. Among the forms students will receive is one stating a parent/guardian has read the handbook with their students, and both understand its content. As with all the forms students will receive, it is to be returned during the first week of attendance.

Thank you for your support in making the 2024-2025 school year successful and enjoyable.

Once again, welcome!

Carrie Craig  
Elementary Principal

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**Registration (Policy JICB)**

A child must be 5-years old by October 1, to start kindergarten, and 3-years old by October 1, to start preschool. By law, **current shot records** are required for all Preschoolers, Kindergarteners, and new students entering the school. A copy of a **birth certificate** is requested by Miami-Yoder School. A **LEGAL** document is required to support any questions of custody between divorced or separated parents, or any person other than a parent having custody of a child. Forms to be filled out will include information pertinent to medical and guardianship matters. These documents are critical for the safety and welfare of your child. Therefore, it is important that they are updated when any changes occur. When a student enrolls during the school year, there is a three day waiting period from the date of enrollment until their actual start date.

*(Policy JRA/JRC)* **TRANSFER PROCEDURES**

When students are planning to move out of the school district, prior notice should be given to the office, teachers, and cafeteria. On the last day of attendance, the student needs to pick up a checkout sheet from the office at the start of the day. All books (including music, library, PPLD books), sheet music, recorders, etc. are to be returned, and cafeteria bills are to be paid. Records will be sent upon receipt of a "Request for Records" from the receiving school. If books are not returned and bills are not paid, by Colorado law, Miami-Yoder can, and will, withhold grades and most records from the receiving school.

*(Policy JIA)* **STUDENT RIGHTS, RESPONSIBILITIES AND DUE PROCESS**

*We believe children can behave appropriately; all children have human dignity and worth; persuasion is more powerful than fear; influence is greater than control; and behavior is maintained by its consequences.*

**Statement**

1. A primary responsibility of the Miami-Yoder School District and its staff shall be the development of understanding and appreciation of our representative form of government, the responsibilities and rights of the individual, and the legal processes whereby necessary changes are brought about.
2. The school is a community. The policies of a school are the laws of that community, and members must accept the responsibilities of citizenship. Among the responsibilities of school citizenship are respecting the laws of that community and contributing to the fulfillment of educational purposes through cooperative conduct.
3. All young people in the United States have the right to receive a free public education. That right may only be deprived for just cause and in accordance with due process of law.
4. A teacher is required by law to maintain a suitable learning environment. Administrators have the responsibility for maintaining and facilitating the educational program.
5. The principal is authorized to recommend expulsion, suspension or discipline of students for cause. The teacher has the authority to temporarily remove students from a class or discipline students.

### **Due Process**

1. The hallmark of the exercise of disciplinary authority shall be fairness.
2. Reasonable efforts shall be made by administrators and faculty to resolve problems by effective utilization of school district resources in cooperation with the student and parent or guardian.
3. A student shall be given an opportunity to contest allegations leading to disciplinary action, or to alleged prejudice or unfairness on the part of the school official responsible for the discipline action.
4. A student grievance procedure shall be as follows:



a. Should the student wish to contest the disciplinary action, he/she will be given the opportunity to present their case to the next higher authority---in the case of a teacher, to the principal; in the case of the principal, to the superintendent; in the case of the superintendent, to the Board of Education at its next regular session or a special meeting called by the Board President.

b. At each level of appeal, the student is entitled to present arguments and evidence in his/her behalf; and to have parents/guardians, some representative or advisor at the hearing.

### **Discipline (policy JIC)**

Miami-Yoder uses an assertive discipline plan. The plan is based on the premise that children have the right to learn and teachers have a right to teach without disruption. Its objectives are:



1. Good behavior will be reinforced.
2. Disruptive behavior will not be reinforced or tolerated.
3. Basic rules will be applied fairly to all children.

#### ***The Principal is responsible for:***

1. Coordinating a program to encourage and recognize the positive behavior of students.
2. Supporting teachers and parents by holding conferences, talking with students, etc.
3. Enforcing a student behavior program consistent with District policies and State laws.

Students who choose not to follow school rules will be sent to the principal's office. Generally, procedures below will be followed:

1. **First incident** - The principal will talk with the student and help them understand their behavior as it relates to the rules and help them identify ways they can change their behavior, explaining the consequences for a second incident.
2. **Second incident** - Parents will be notified by phone or mail explaining what happened and the school-based consequences for the behavior will be identified.
3. **Third incident** - The principal will request a parent conference to develop a specific plan to assist the student in correcting his/her behavior.

#### ***The Student is responsible for:***

1. Respecting the authority of teachers and other adults in the building as they enforce school rules regarding student behavior and moral conduct.
2. Behaving in classrooms, on the school campus, or at school events in a manner that does not disrupt or interfere with the rights of other students to learn.
3. Abiding by the school rules and classroom procedures established by the school.

#### ***The Parent is responsible for:***

1. Reinforcing children at home to demonstrate appropriate behavior.
2. Reviewing the school rules with their children to ensure that they are familiar with all rules and understand them.
3. Cooperating with school officials in carrying out appropriate discipline penalties.

#### ***The Teacher is responsible for:***

1. Assisting in the development and enforcement of the school rules.
2. Establishing a classroom management program and atmosphere that elicits proper behavior and gives every student full opportunity to pursue their studies.
3. Communicating with students and parents regarding successes, behavioral problems, and possible solutions.
4. Keeping the principal apprised of student problems and concerns.

*(Policy EEAE)* **SCHOOL BUS RULES AND REGULATIONS**



I. Previous to loading on the road and at school:

1. Be on time at the designated school bus stop.
2. While waiting for the bus, stay off the road.
3. Wait for the driver to signal before attempting to enter the school bus.
4. Bus riders should not move toward the bus until the bus has been brought to a complete stop.

brought to a complete stop.

II. While on the bus:

1. Keep head and extremities inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Damage to seats, windows, etc. will be paid for by the offender.
4. Loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Keep books, backpacks, coats, and all other items out of the aisles.
7. Smoking on the bus is prohibited.
8. Pets, sharp instruments, or other items which could endanger the lives, health, or safety of the passengers and driver are prohibited on the bus.
9. Do not throw anything out the bus window.
10. Bus riders are not permitted to leave their seats while the bus is in motion. Sit properly in the seat, facing the front of the bus.
11. Horseplay is not permitted around or on the school bus.
12. Bus riders are expected to be courteous to fellow students and to the driver.
13. In case of a road emergency, passengers are to follow the instructions of the bus driver.

III. After leaving the bus:

1. Cross the road at least ten feet in front of the bus, after the bus driver signals it is safe to cross.
2. The bus will not discharge riders at places other than the regular bus stop, or at school, except when written permission is requested by parents.

IV. Extra-curricular trips:

1. The above rules and regulations apply to any trip under school sponsorship.
2. Students will be expected to ride the bus to and from events. If, for the sake of convenience, a student is to ride to an event or home with a parent, personal contact from the student's parent, or written permission from the parent, will be required before permission will be granted.

V. Special Notes:

1. No student will be allowed to ride any bus other than their regularly assigned bus without prior written permission.
2. Bus changes for child care arrangements may be allowed on a "space available" basis. The request must be in writing to the school one day prior to the proposed change. The Transportation Director will make the determination as to space availability and notify the drivers as to the change. The parent will receive a denial of the change in a timely manner.

2. The bus driver has the authority to assign seats and to request, through the Principal, that any student be refused transportation if that student refuses to abide by the Rules and Regulations. Colorado laws **do not** require school districts to transport public school students to and from school. The Board of Education has authorized home to school and school to home transportation as a **convenience** and **privilege**. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

### **Bus Discipline**

If a warning from the driver or a change in seating does not correct the behavior, a referral to the principal will be issued. Referral to the principal will result in appropriate consequences ranging from a warning to expulsion. Continued disruptive behavior on a bus will result in the loss of bus privileges.

### **Activity Trips** (Policy EEFA)

Bus Rules IV.1 and 2 apply for all activity trips. The atmosphere on the bus should be calm and reflect good discipline. Upon returning to school after an event, parents should make arrangements to pick up their students within a reasonable time (approximately 15 minutes) if it is after school hours. The school will not provide supervision beyond a reasonable time period for students waiting for rides. Students may use the phone to call home.



### (Policy IKA) **REPORT CARD AND GRADING SYSTEM**

Report cards will be issued during the two weeks following benchmark assessment windows, three times during the school year. Except for the end-of-year report card, which is mailed, report cards and their explanations will be sent home with the students. The grading scale is as follows:



Advanced (4)	Unsatisfactory (1)
Proficient (3)	Not Assessed (5)
Partially Proficient (2)	

### (Policy IKE) **PROMOTION AND/OR RETENTION**

Measurable educational achievement is the main objective for Miami-Yoder School. Cooperation, meaningful involvement, and effective communication between the staff and parents/guardians are essential in any quality educational setting. Coupled with a high level of home/school cooperation and involvement, the student plays the primary role in the total learning process. The following guideline shall be used to determine promotion through, or completion of, the established achievement criteria for Miami-Yoder Elementary School. This criterion does not affect those students involved in the special education program.

Each student is expected to achieve minimum criteria in each of the core curricular courses in order to be promoted to the next academic level. The core curriculum shall be defined as Reading, Writing, Mathematics, Social Studies, and Science. If a student fails to meet the minimum achievement criteria in two or more of the core curricular areas, he/she shall not be recommended for promotion to the next academic level.

(Policy JICA) **STUDENT APPEARANCE/DRESS**

Students are expected to always be well groomed and neatly dressed. Proper dress and hygiene is the responsibility of the student and his/her parents or guardians. Any form of dress which is considered contrary to good hygiene, which is distractive or disruptive in appearance, will not be permitted. Clothing or accessories considered to be gang attire, promotes any alcohol, drug or tobacco product, will not be tolerated. Hats, caps, or kerchiefs WILL NOT BE WORN in the school building during school hours. **Mid-thigh length** shorts may be



worn. Students may only wear shorter shorts during special activities such as P.E. Unless the weather is too severe, children will be outside during recess and noon breaks. Sudden changes in weather conditions can be expected. Please ensure your child is dressed appropriately for cold Colorado weather. Girls may choose to wear long pants or shorts under dresses when using playground equipment. Remember to put your child's name in all clothing that will be removed at school.



**HOMEWORK**

Homework will become an integral part of the education process as your child progresses. However, it is the philosophy of the elementary school that students who are rigorously engaged throughout the school day and complete all work expected of them will not have daily homework. This does not mean that families should not do all they can to enrich their child's academic experience. In order to assist families in this area you may expect the following from your child's teacher:

1. At home reading assignments to supplement in-class reading
2. Math activities and worksheets
3. Additional assignments designed to help students work to their ability
4. Assignments to encourage students to pursue individual interests or to develop specific skills
5. Study spelling words
6. Work not completed in class or makeup work due to absences

(Policy JBB) **SEXUAL HARASSMENT**

Sexual harassment is a violation of laws which prohibit sex discrimination. A learning environment that is free from sexual harassment shall be maintained. Unwelcome sexual advances, requests for sexual favors, other verbal/physical conduct of a sexual nature may constitute sexual harassment.

Sexual harassment as defined above may include, but is not limited to:

1. Sex-oriented verbal "kidding," abuse or harassment
2. Pressure for sexual activity
3. Repeated remarks to a person with sexual or demeaning implications
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
5. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or similar personal concerns
6. Displaying suggestive photos, pictures, posters or the like in rooms or hallways



**LOST AND FOUND**

Clothing and personal belongings that are brought to school should be labeled with the student's name. Found articles are turned over to the office and custodial staff and can be claimed by the owners. Unlabeled or unclaimed property will be donated to a needy cause.

(Policy JICJ) **ELECTRONIC AND OTHER DEVICES**

Devices such as pagers, iPods, electronic games, and laser lights are disruptive to the academic work done by students. Laser lights are not only disruptive, but can also be extremely dangerous, causing permanent eye damage. These and similar items are, therefore, NOT allowed on school grounds or at school sponsored activities.



Cell phones are not to be used during school hours. If caught using such items during the school day, they will be confiscated until the end of the day for the first offense. A second offense will result in the item being held until the end of the semester, or at the discretion of the principal.

(Policy JLIA) **STUDENT SUPERVISION**

Students are not allowed in the school building before or after school hours without faculty/staff supervision. This includes attendance at after school activities such as ballgames. Supervision of students on school grounds shall be provided from ten minutes before classes start, and for ten minutes after classes are dismissed. The school will not be responsible for children left at the school outside of these hours. School is in session from 7:45 a.m. until 3:45 p.m., Tuesday through Friday, with an occasional Monday.

(Policy KHC) **SOLICITING ON SCHOOL GROUNDS**

It is the policy of the school district that there will be **NO SOLICITING** on school grounds without formal administrative approval. Posters or advertisements should not be hung in the halls, on the buildings, or on the bulletin boards without the permission of the principal.

(Policy EBCE) **SCHOOL CLOSURE**

In case of school closure, late start or early dismissal, announcements will be made utilizing the FlashAlert Messenger. Families can sign up for FlashAlerts using the link found on the Miami Yoder School webpage. It is imperative that parents make prior arrangements for their children in the event of early dismissal. Through our Global Connect automated calling system, the school will make every effort to contact parents/guardians in the event of an early dismissal. It is, therefore, imperative that the office be made aware of any contact changes during the school year.

(Policy EFA) **BREAKFAST AND LUNCH PROGRAM**

**All** students are provided a federally funded breakfast and lunch through the participation in the National School Lunch Program.



Milk can be purchased at \$.50 per carton. It must be paid for at that time, as it **will not** be put on the lunch card or billed.



**CAFETERIA RULES**

Students will line up quietly and in a single file line for lunch. They will be courteous and quiet in the cafeteria. Each student will give their lunch card number to the person entering the numbers on the computer. Trays will be returned to the kitchen window in an orderly manner. Students will wait until dismissed before leaving. Students' areas

are expected to be left clean. No hats or sunglasses will be worn in the cafeteria. No food throwing will be tolerated. If the rules are broken, the following actions will be taken:

1. Student will be warned.
2. Student will sit by him/herself.
3. Parent will be contacted if student is isolated two times in one week.



### **BULLETINS & NEWSPAPERS**

Check out the school website at [www.miamiyoder.com](http://www.miamiyoder.com) for information on school activities, lunch menus, sport schedules, etc.

### **TELEPHONE**

Students are not permitted to make phone calls from the classrooms without teacher permission. Phone calls or messages **will not be delivered** to students during class time unless there is an emergency. Students will not be allowed to use the school office phone except in an emergency. Please attempt to relay information to your students during non-school hours.



### **PETS OR OTHER LIVING CREATURES**

Permission must be granted by the teacher and principal before bringing any pet or living specimen to school. If the teacher approves, pets may be brought for the day for special circumstances. More preferable would be for someone to bring them for only a short period of time, and then take them home. Pets or other living creatures are not allowed on the bus, so other arrangements must be made for transportation.

### **BOOKMOBILE**

Students have the opportunity to check out materials from Pikes Peak Library District's Bookmobile. These services are also available to community residents. The Bookmobile parks at Miami-Yoder School during the school year and in the parking lot of the Rush Café during the summer months. The Bookmobile is scheduled at Miami-Yoder School each Wednesday from 10:00 a.m. until 12:30 p.m. Students may check out books, CDs, DVDs, and magazines. Returning items in good condition and in a timely manner is their responsibility. Fines for lost/damaged books are assessed by the Pikes Peak Library District. Any books checked out to your child at the end of the school year will continue to accrue fines, even though school is not in session. For your convenience there is a PPLD book drop at the Rush Café. Checkout from PPLD is an agreement between the parent/guardian, student, and PPLD. The school cannot deny access to the Bookmobile or to materials that are not age appropriate. Please discuss with your child the responsibilities of using a lending library. We hope students will use this valuable educational resource on a regular basis. If you do not want your child to check out materials, do not sign the permission slip for a PPLD card. If a card has already been issued, notify PPLD at (719)533-6333 to have the card canceled.



### **LIBRARY USE**

Students are encouraged to use the resources in the Miami-Yoder School library/media center. The following rules apply for use of materials from the media center:

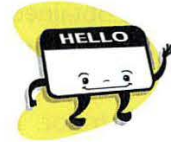
- Second through 5<sup>th</sup> grades may check out two (2) books for two (2) weeks.
- Kindergarten and 1<sup>st</sup> grade may check out one (1) book for one (1) week.

Books may be renewed upon due date. Students with overdue materials will not be allowed to check out new items until other materials are returned or paid for. There are no fines charged for overdue material; the desire is simply to have items returned. Students will be billed, though, for materials not returned by the end of the school year. Media center computers may be used for research when a signed Internet Use Agreement on file. Access to blocked sites WILL NOT be tolerated, and may result in loss of computer privileges.

(Policy KI) **CLASSROOM VISITATIONS**

Parents are encouraged to visit the classes at any time convenient to them.

Visitations are not only to provide an opportunity to observe a particular classroom or group situation, but also to present an opportunity to observe your child's work habits and personal interaction with classmates. Short visits are sometimes more informative than one long visit. **When planning to visit the classroom, please call to let the teacher know ahead of time.** Visiting students from other schools are discouraged due to class size. All visiting students must be pre-approved by the teacher and principal, are required to check in at the office, and receive a visitor's pass. **ALL** visitors or classroom volunteers must sign in at the front office and obtain a visitor/volunteer badge before proceeding to their destination. This is a necessary safety precaution that will be strictly enforced.



(Policy EHC-E) **STUDENT USE OF THE INTERNET**  
(Acceptable Use Agreement)

Internet and district network access is available to students at Miami-Yoder School. Our goal in providing these services is to support a rigorous and rich curriculum by facilitating information access, resource sharing, and innovation. We are pleased to provide these services and believe they offer an ever-growing access to enhanced information resources.

The Board believes the educational opportunities inherent in these tools far outweigh the possibility that users may procure material not consistent with the educational goals of the district. Students are to use these resources in a responsible, efficient, ethical and legal manner. Failure to adhere to this agreement will result in revocation of access privileges.

To protect students from material and information that is considered harmful to minors, as defined by the Board, software that blocks or filters such material/information has been installed on the BOCES server. This protects any computer at Miami-Yoder that has access to the internet. At the request of the Colorado Department of Education, <facebook.com> and similar sites have been blocked.

**Internet/Network Use – Terms and Conditions:**

Acceptable Use: The use of a student account must be consistent with the educational objectives of the Miami-Yoder JT-60 School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to:

- a. copyright material/plagiarism
- b. threatening or obscene material
- c. material protected by trade secret

Privilege: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The use of chat rooms, instant messaging, personal e-mail, and any downloads from the Internet of any kind, such as music and messenger software, are not allowed. The system administrator(s) will deem what is inappropriate use, and that decision is final. The system administrator(s) may close an account at any time should inappropriate activity be detected. Misuse of computers or the Internet could also result in school disciplinary action and/or appropriate legal action.

The administration, faculty and staff may request the system administrator(s) deny, revoke or suspend specific user accounts.

No Warranty: The Miami-Yoder JT-60 School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district will not be responsible for any damages you suffer in using the Internet. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. The Miami-Yoder JT-60 School District specifically denies any responsibility for the accuracy or quality obtained through this service.

Security: Security on any computer system is a high priority, especially when the system involves numerous users. If you feel you can identify a security problem on the Internet, you must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or as having a history of problems with other computer systems, may be denied access to the Internet or be denied a user account.

Vandalism: Vandalism is any malicious attempt to harm or destroy data of another user, the Internet, any agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in cancellation of privileges.

#### **GENERAL RESPONSIBILITIES OF PARENTS**

1. Parents are responsible for having their children in school on a regular basis. Each day lost is multiplied by losses in orderly and progressive education development. Habitual and unnecessary absences and tardies should be avoided. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during a calendar school year. C.R.S. 22-23-101 et seq (School Attendance law of 1963)
2. Parents are expected to participate in conferences regarding their student's progress.
3. We depend on parents to keep their children's general information (address, phone number, name change, etc.) and health records up-to-date.
4. Parents are requested to monitor homework completion. They can assist the student and ensure homework is turned in to the classroom teacher.
5. Parents will be considered financially responsible for damages to school property caused by willful acts of their children.
6. Parents will be expected to pay for any lost or damaged books checked out to their student.
7. Parents are expected to pay any lunch bills their students acquire.



#### *(Policy EBAB)* **ASBESTOS**

The Asbestos Management Plan for all Miami-Yoder School buildings is available upon request to the Business Office.

#### **PARTIES**

Birthday parties, etc., may be held with permission from the teacher and principal. Please discuss these events and make any arrangements with your child's teacher.



#### *(Policy JL)* **SCHOOL HEALTH PROGRAMS**

School Nursing Services are provided by contract through the Pikes Peak BOCES. The nurse covers more than one district and is typically only available at Miami-Yoder School one day a week. You may contact

the school nurse by calling the school or by calling the BOCES office at 570-7474. Please inform the school if your student has special health concerns by returning the "Annual Health Update" form. Teachers are informed about students who may have a special health need while in their classroom.

**Vision and hearing** screenings are conducted each year for all K-9 students, and other students as indicated. Referrals are sent to parents after a student fails the second screening.



**Special Education** programs are provided for children with special needs, as provided by the Handicapped Children's Act. Parents or teachers may refer students for evaluation to determine if the child's needs are sufficient to qualify for placement.

**Immunizations:** Each student must have an official Record of Immunizations on file showing compliance with all immunization requirements. The immunization requirements will be strictly enforced for all students. Students who do not meet the requirements will be denied attendance. Please respond as soon as possible if you receive notification that your child's record is lacking information.



**Medications: NO** medication (prescribed or over-the-counter) will be given to students without written physician authorization and written parent/guardian request. The medication **MUST** be provided in its original pharmacy-labeled container, properly labeled with the student's name, doctor's name, dosage, and administration instructions.

The medication, authorization, and request must be turned in to the office. The form is required whether the medication is on a temporary or daily basis. Additional forms are available in the office. It is the student's responsibility to go to the office for medication.

**Illness:** Please **DO NOT** send a sick student to school. Every effort will be made to contact the parent of a student who becomes ill during the day so the student can be sent home. Please provide an alternate contact in the event the school is unable to reach you.



**Injury/Emergency:** Basic first aid shall be administered in the school by the best qualified person at hand in case of an accident or sudden illness. Please complete ALL emergency information the school requests of you. Every effort will be made to contact a parent/guardian. Please inform the school office of any changes of address, phone numbers, workplace, or any special instructions you may have regarding your student. If the school staff is unable to contact a parent/guardian, by "implied consent", the student may be transported to the nearest medical facility, as warranted by the situation.

**Other health services:** The school nurse is available for assistance with medical referrals, financial referrals for health needs, emergency first aid, health consultation, etc.

### SCHOOL MEDICAID PROGRAM



Federal law permits Medicaid to partially reimburse schools for health and related services provided to a child enrolled in a state Medicaid program. Colorado SB-101 authorizes school districts and BOCES to become Medicaid providers and obtain reimbursements for health related services. Health and related services are those types of professional services provided by audiologists, nurses, occupational therapists, physical therapists, speech pathologists, licensed counselors and social workers, psychologists, orientation and mobility specialists, and other additional services. Participation in the Medicaid program will not affect individual Medicaid benefit

coverage. The district reimbursement is totally separate from the Medicaid coverage supported by the State of Colorado in that it is federally funded specifically for schools. Participation in the school Medicaid program is voluntary and does not affect school services that may be provided to a student. Any parent/guardian who does not want to participate in the school Medicaid program must notify the

school in writing. Forms to decline participation are available in the school office. Not allowing the district to bill for services provided reduces the amount of reimbursement the district receives.

*(Policy JICH)* **ALCOHOL AND DRUG ABUSE**

The District recognizes its responsibility for the health, welfare and safety of our students. We are concerned about alcohol and drug abuse, and recognize that the use of controlled substances is a serious hazard to positive student development. It is prohibited to use, possess, distribute, to be impaired or under the influence of alcohol or controlled substances on school property or when associated with any school activity. Violations shall result in a parent conference, notification of law enforcement, and immediate appropriate disciplinary action. Use or possession of alcohol, drugs or other controlled substances shall result in an automatic three day suspension. By law, expulsion shall be mandatory for sale or distribution of drugs or other controlled substances.



Awareness programs shall be implemented indicating the possible physical, emotional, social and psychological dangers associated with the use of alcohol and controlled substances. Programs shall place emphasis on the non-use of substances, as well as legal ramifications related to their use.



Counseling services shall be available for students without fear of reprisal, and confidentiality shall be maintained in accordance with state statute. When appropriate, parents shall be involved, and every effort will be made to direct the student to appropriate and caring sources of help and assistance.

Emergency health and safety care may be necessary for students under the active influence of alcohol or a controlled substance. Any procedural or disciplinary issues shall be postponed until the student's immediate needs are met.

*(Policy JICG)* **POSSESSION AND USE OF TOBACCO**

Students are not permitted to use or possess tobacco or tobacco products on school grounds, in school buildings, or at school functions away from school grounds. No smoking is allowed on school grounds by anyone - staff, students, visitors, etc. Possession or use by students will result in the following:

**First offense** - automatic one day in-house suspension

**Second offense** - automatic one day out of school suspension

**Third offense** - 3-5 day suspension and possible recommendation for expulsion.



**P.E. PARTICIPATION**

Physical education classes are a part of the elementary program, and all children are expected to participate. A note from home is adequate for temporary exclusion. A doctor's note is necessary for longer exclusion.

*(Policy JH)* **ABSENCES**

A parent/guardian must call the school or send a note from home when their child is absent, upon returning to school, stating the dates and reason for the absence in order to be classified as an excused absence. An absence due to sickness that lasts 3 days or more will require a doctor's note. The teachers will cooperate in providing assignments while the child is out of school, thus compensating, to a limited degree, for some of the loss due to absences and making the return somewhat easier for the child. Assignments should be requested if the student's absence exceeds two days. It would be appreciated if parents would make every effort to schedule appointments outside school hours. However, when this is not possible, students will be excused for those special appointments. The maximum number of absences

a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days during any calendar year or school year.

### **TARDINESS**

If a child arrives late to school, the adult who brings them needs to come to the main office to sign the student in. Habits of punctuality and promptness are critical elements of reliability, and are important for your child's education. Please make sure your student arrives on time, since the entire class routine is disrupted by a student's tardiness. Habitual tardiness will be addressed the same as frequent absences.

### *(Policy GBGB)* **STAFF PERSONAL SECURITY AND SAFETY**

The below procedures will be followed in instances of assault, disorderly conduct, harassment, knowingly false allegation of child abuse, or alleged criminal offense by a student towards a school employee. A student will follow these same procedures in instances of damage to the personal property of a school employee, occurring on school district premises.

1. The employee shall file a written complaint with the building principal, the superintendent, and the Board of Education.



2. The principal, after receipt of both the complaint and adequate proof of the charges, shall suspend the student for 3 days, in accordance with established procedures.

3. The superintendent shall initiate procedures for the further suspension or expulsion of the student when injury or property damage has occurred.

4. The superintendent shall report the incident to the district attorney or the appropriate law enforcement agency, which shall then investigate the incident to determine the appropriateness of filing criminal charges or initiating delinquency proceedings.